

## MORTGAGE LICENSE RENEWAL INSTRUCTIONS

**IMPORTANT:** To renew your current license you must complete the following items on or before **December 31, 2021**.

1. Submit **License Renewal Applications via NMLS**. In addition to the Supervision Fee of \$1,000 for each license, NMLS will charge processing fees of \$100 per company license, \$20 per branch license, and \$30 per loan originator license. To initiate the License Renewal process, licensees should access the NMLS Resource Center at <http://mortgage.nationwidelicensingsystem.org> and “click” the green **ANNUAL RENEWAL** button.
2. Submit **Financial Statements via NMLS**, including, but not limited to, a balance sheet, income statement, and statement of cash flows and all relevant notes thereto for the immediately preceding fiscal year end. Financial statements must be prepared and certified by an independent certified public accountant or certified public accounting firm in accordance with generally accepted accounting principles (GAAP).
  - *Upload the Financial Statements in NMLS. Financial Statements are uploaded separately under the Filing tab and Financial Statement submenu link. See the [Financial Statement Quick Guide](#) for instructions.*

If you have any questions, you may send an email to [TDFI.Licensing@tn.gov](mailto:TDFI.Licensing@tn.gov) or contact Carl Scott at [Carl.Scott@tn.gov](mailto:Carl.Scott@tn.gov) or 615-426-9674.